

	Johnson Space Center Policy Directive	JPD No.: 7900.1
		Effective Date: 6/23/2009
		Expiration Date: 6/23/2014

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Compliance is Mandatory

COMMERCIAL AVIATION SERVICES

Responsible Office: Associate Director (Management)

1. POLICY

- A. All Commercial Aviation Services (CAS) acquired through commercial charter, lease, or provided by other agencies aircraft to support JSC logistic requirements or official travel must comply with flight approval and reporting requirements specified in NPR 7900.3, NPD 7900.4, and NPD 6000.1.
- B. Transportation services acquired by NASA from carriers will only be acquired under the authority of the duly-appointed Transportation Officer. Written justification for unique requirements of any charter aircraft to support the movement of personnel and/or freight must be made by the requesting organization to the Transportation Officer. All JSC requests for commercial aviation services shall be processed by the Center Operations Directorate, Logistics Division, Transportation and Support Services Branch.
- C. Prior to contract award, a risk analysis of the final candidates shall be conducted by the Chief, Aircraft Operations Division per NPD 7900.4, Appendix A. All commercially procured aviation passenger services to support JSC official personnel travel requirements will be forwarded to the Executive Officer, JSC Center Director's Office, for processing the flight approval and reporting requirements as specified in NPR 7900.3.
- D. A CAS flight used to conduct official travel must be reviewed and approved by the respective Center Director and Chief Counsel. Any flight with Senior Federal Officials aboard must also be reviewed by the Agency's General Counsel or Deputy General Counsel prior to the flight. To provide NASA General Counsel adequate time to coordinate concurrence of a CAS flight, absent exigent circumstances, the appropriate paperwork should arrive at NASA HQ no later than 5 business days prior to the flight. A CAS flight used to conduct official travel must be justified over commercial airline travel either by overall cost savings to the Federal Government, or that no reasonable commercial airline service is available to meet official travel requirements (i.e., able to meet the traveler's departure or arrival requirements within a 24-hour period). Centers are required to append to each official travel flight request detailed supporting

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

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documentation that justify the flight either by cost or by lack of commercial airline service. Such supporting documentation must be auditable. A copy of the flight request and supporting documentation shall be provided to the Aircraft Management Division (AMD) in the Office of Infrastructure and Administration within 30 days of the flight.

2. APPLICABILITY

This policy applies to all CAS acquired by all JSC organizations to support the transport of NASA/JSC passengers.

3. AUTHORITY (All document citations are assumed to be the latest version unless otherwise noted.)

- A. NPD 6000.1, Transportation Management
- B. NPD 7900.4, NASA Aircraft Operations Management
- C. NPR 7900.3, Aircraft Operations Management

4. APPLICABLE DOCUMENTS (All document citations are assumed to be the latest version unless otherwise noted.)

5. RESPONSIBILITY

5.1 The Center Director is responsible for implementation planning. Specifically, but not exclusively, appoint a Center Transportation Officer and establish processes and procedures to monitor and control the use of transportation and travel resources and assets.

5.2 The Center Transportation Officer shall:

- A. Ensure all commercially procured aviation services for logistic requirements and JSC official personnel travel conform to the requirements specified in NPD 7900.3, NPR 7900.4, and NPD 6000.1.
- B. Provide a copy of all charter documentation to the Center Flight Operations Office, Aircraft Operations Division (AOD), for a safety review and concurrence on use of a specified charter company and their equipment. Obtain written approval to use the selected charter vendor from AOD prior to conducting the charter

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- C. Coordinate aircraft and service contracts with the Executive Officer of the Center Directors Office and Contracting Officer of the Procurement Office.

5.3 The Director, Flight Crew Operations, shall conduct a risk analysis of the final vendor candidate prior to contract award.

5.4 The Executive Officer, Center Directors Office, shall review and approve all requests for procured aviation services for JSC personnel travel to insure that all commercially procured aviation services for JSC official personnel travel comply with the flight approval and reporting requirements specified in NPR 7900.3.

6. DELEGATION OF AUTHORITY

None authorized.

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION/RECISION

None.

Original Signed by Ellen Ochoa for:

Michael L. Coats
Director

Distribution:
JDMS